



Virginia Department of
HUMAN RESOURCE
MANAGEMENT

Office of
Health Benefits

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Benefits Administrator Memo #01-16

To: Benefits Administrators

From: Charles S. Reed, Associate Director
State and Local Health Benefits Programs

CC: All OHB

Date: October 29, 2001

Re: -Instructions for Flexible Benefits Annual Enrollment
-No employee administrative fees for Flexible Reimbursement Accounts

Flexible Benefits Annual Enrollment Instructions

The annual Flexible Benefits Enrollment period will be from November 1 – 30, 2001. Benefits Administrators will be able to key employee elections beginning November 1.

All Flexible Reimbursement Account election forms submitted for a January 1, 2002 effective date must be processed in BES by the end of the day on December 5, 2001. The Office of Health Benefits will be sending Fringe Benefits Management Company (FBMC) the 2002 plan year enrollment information on December 7, 2001. The data file will include all transactions entered into BES through close of business on December 5.

You must use the PSB301 transaction along with reason code 55 when processing enrollment into one or both 2002 Flexible Reimbursement Accounts with a January 1, 2002 effective date.

Please encourage your employees to turn in their Flexible Reimbursement Election Forms to you as early as possible.

Administrative Fees Eliminated for Employees in 2002

Beginning Jan. 1, 2002, there will be no more administrative fees for employees to participate in Flexible Reimbursement Accounts. There have been no changes to the Flexible Reimbursement Account minimum or maximum amounts. For more information on Flexible Benefits Annual Enrollment procedures, contact Sharon Finn at (804) 371-6210. If you or your employees have questions regarding covered expenses, contact FBMC at 1-800-342-8017.

EmployeeDirect Available for Flexible Benefits Annual Enrollment

Employees will be able to use the EmployeeDirect health benefits enrollment and information system for Flexible Benefits Annual Enrollment, both on the Web and by telephone. Encourage your employees to use EmployeeDirect. Instructions are in the Spotlight newsletter. Employees may access the Web-based version of EmployeeDirect at www.dhrm.state.va.us/hbenefit.htm and then select the EmployeeDirect tab, or call the telephone Interactive Voice Response system at 1-866-786-1616. If desired, employees may use a Flexible Benefits Election Form for FRA enrollment rather than EmployeeDirect.

Passcodes for EmployeeDirect were sent to all active employees last March. However, if an employee does not have a passcode or has misplaced it, he or she may access EmployeeDirect on the Web to obtain one. Simply click "Don't Know My Passcode" and a passcode brochure will be sent to the employee's home address by U.S. mail within 5 to 7 business days. Remember: It is important to have correct employee addresses so that passcode brochures will be received.

If you have questions about EmployeeDirect during November, please contact Herb Boyd at (804) 371-6062 or Teresa Fleming at (804) 371-6465.